

**CLASSIFICATION:** SPECIAL DEPUTY WARDEN

**Class Code:** 8373-12

**Date Established:** 05-15-03

**Occupational Code:** 3-1-7

**Date of Last Revision:**

**BASIC PURPOSE:** To aid in the planning, organizing and direction of woodland fire suppression, suppression or prevention activities under emergency or other situations in the absence of a regularly appointed forest fire warden or deputy forest fire warden or when requested by the director or the director's agent.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Maintain order where there is confusion and indecision, to prevent or extinguish woodland fires.
- Acts as forest fire warden, deputy warden or forest ranger in their absence upon arriving at an incident.
- Directs and supervises personnel of woodland fire scenes and other incidents.
- Undergoes training to qualify for the Incident Command System (I.C.S.) and to maintain current national wildlife coordinating group standards for the position.
- Responds to woodland fires and other emergencies.
- Teaches woodland fire classes and other pertinent courses as a specified instructor for the New Hampshire Fire Academy.
- Reviews suppression/prevention activities and makes safety recommendations and or takes safety measures to increase safety in fire situations.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in applying instructions to accomplish different job functions OR in operating machines for a variety of different purposes.

**Knowledge:** Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions in an adverse working environment containing combination of disagreeable elements, which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

**Physical Demands:** Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

**Communication:** Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate course of action. This level also requires interviewing or eliciting information from state employee's or members of the general public.

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**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires making a limited number of choices in selecting among alternative courses of action under supervisory guidance and in performing job functions according to a variety of prescribed policies or procedures.

**MINIMUM QUALIFICATIONS:**

**Education:** High school diploma or GED

**Experience:** Two (2) years of experience, which may include, structural fire fighting, EMS, woodland fire fighting, or all risk hazard such as certification in the incident command system (ICS) under the National Wildfire Coordinating Group (NWCG) 310-1 the "wild land Fire Qualification System Guide". Additional education cannot offset the years of experience.

**License/Certification:** Shall be Advanced Firefighter/Squad Boss qualified to work in operations section on a woodland fire if appointed to work on the fire line at woodland fires; or qualified to same degree through past experience.

**SPECIAL REQUIREMENTS:**

1. **Age:** Must be at least 21 years of age on the date indicated on the job announcement.
2. **Appointment:** The appointment as a special deputy warden shall be by the director, division of forest and lands pursuant to RSA 227-L: 8
3. **Term of Office:** The term of office for a special deputy warden is three (3) years pursuant to RSA 227-L: 9
4. **Removal or Vacancy:** The removal or vacancy in the position of special deputy warden is handled pursuant to RSA 227-L: 10

**RECOMMENDED WORK TRAITS:** Considerable knowledge of woodland fire fighting methods and procedures and a good working knowledge of the incident Command System (ICS). Knowledge of methods and procedures used in training woodland fire fighting personnel. Considerable knowledge of the use and maintenance of woodland fire tools and equipment. Working knowledge of woodland fire rules and regulations. Ability to instruct personnel in woodland fire fighting procedures. Ability to speak before public groups and to appear on radio and television programs. Ability to establish and maintain effective professional working relationships with other employee's, municipal offices, fire departments, police departments, federal, state and county agencies, and the public. Ability to work alone in hazardous terrain and adverse weather conditions. Required to make independent decisions. General good health, strength and agility required. Ability to examine safety situations and formulate recommendations for their resolution.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.